



**City of Miami Springs
Office of the City Clerk
201 Westward Drive, Miami Springs, FL 33166
Phone: 305.805.5006, Fax: 305.805.5028**

PUBLIC RECORDS REQUEST
(Florida Statutes §119.07)

**Below is optional information. However, it may be needed to communicate with you regarding the status of your request.*

RECORDS REQUEST (check one): ☐ VIEW ☐ COPIES

DATE OF REQUEST: _____

PRINT NAME: _____ PHONE: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

INFORMATION REQUESTED: (Please refer to the Schedule of Charges)

Florida Statutes, §119.07 – Inspection, examination, and duplication of records; exemption:

“If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both”.

I have received the above requested information on:

Date: _____ Time: _____ Signature: _____

OFFICE USE ONLY

NUMBER OF COPIES:	_____	@ \$0.15 (one sided) = \$	_____
NUMBER OF COPIES:	_____	@ \$0.20 (two sided) = \$	_____
AUDIO TAPES:	_____	@ \$2.50 each =	\$ _____
VIDEO TAPES:	_____	@ \$ _____ each =	\$ _____
CERTIFIED COPIES:	_____	@ \$1.00 each =	\$ _____
SERVICE CHARGE:	_____	=	\$ _____
TOTAL COST:			\$ _____

CC: CITY COUNCIL
 CITY MANAGER
 ASST. CITY MGR./FIN. DIRECTOR
 CITY ATTORNEY

**CITY OF MIAMI SPRINGS - SCHEDULE OF CHARGES
FEES FOR RECORDS, DOCUMENTS, COPIES AND RELATED SERVICES
EFFECTIVE: 3/15/2016**

CURRENT FEE

Annual Financial Report (Audit)	\$50.00
Annual Budget	\$50.00
Certification of Copies	\$1.00
City Charter	\$5.00
City Code Book (Order from Municipal Code)	Actual Cost
Comprehensive	\$30.00
Copies of Audio Tape Recordings (per CD)	\$2.50
Copies of Video Tape Recordings (per DVD)	\$2.50
Copies of Video Tape Recordings (Red Light Camera)	\$50.00
Copies of CD's (per CD)	\$25.00
Fingerprinting	\$3.00 (Free for residents and business owners only)
Lien Search and Update	\$100.00
Rush Service Lien Search	\$150.00
Lien Filing fee	\$75.00
Lien Satisfaction fee	\$75.00
NSF fee	\$20.00 or 5% of the check amount, whichever is greater
Map, Official City (Small)	\$1.00
Map, Official City (Large Zoning Map)	Actual Cost
Minutes, Verbatim	\$10.00 plus \$2.00 per page
Miscellaneous Copies of:	
Ordinances, Resolutions, Documents, City Records, Memoranda or Recommendations, or Items not specifically listed herein	
Per page	\$0.15
Double-sided	\$0.20
Notary Service (free to residents, must show I.D.)	\$2.00 per page
Occupational License Holders List	\$50.00
Police Photographs from Digital Media	\$2.50 per sheet
Police Photographs from Polaroids	\$10.00
Police Statistical Reports	\$25.00/hour
	plus \$0.15 per page
Police Voice Recording Tape	\$25.00/hour
	plus \$1.00 per page
	cassette tape or CD unless provided
Police Reports:	
Per page	\$0.15
Double-sided	\$0.20
Sanitation/Stormwater Customer List	\$75.00

References:

Ordinances: 588-76 and 652-81.

Resolutions: 81-2625, 82-2648, 90-2869, 95-3006, 97-3064, 99-3107, 2003-3208, 2005-3282 and 2006-3307.